



RECRUITMENT ANNOUNCEMENT COMMITTEE ADMINISTRATIVE SERVICES COORDINATOR

The Joint Legislative Audit and Review Committee (JLARC) is recruiting to fill a Committee Administrative Services Coordinator position in Olympia. The Committee Administrative Services Coordinator serves as the focal point for coordination and supervision of all administrative services that support the JLARC staff and Committee. All JLARC staff are non-partisan and employed at the pleasure of the Legislative Auditor and the Committee.

JLARC is a bi-partisan committee comprised of House and Senate members. The Committee provides legislative oversight to evaluate the performance of state government programs. Performance audits, reviews, and evaluations are conducted on behalf of JLARC by independent, non-partisan research staff.

About Working at JLARC — JLARC offers a rare opportunity to work in a legislative environment that is high profile but also even-paced. Our projects are accompanied by very high expectations for quality and timeliness, but they also allow us the flexibility to manage our schedules to sustain a healthy home and family life. JLARC has a proven reputation for quality and independence.

Typical Duties

Under the direction of the Audit Coordinator, the Committee Administrative Services Coordinator supervises the administrative support operations. These responsibilities include: supervising other support staff; and planning, coordinating, organizing, and performing clerical and administrative support activities for the management and professional research staff of JLARC. This position provides lead assistance maintaining office-wide databases, report and publication production and distribution, and website maintenance activities. Typical duties include:

Supervising and managing the JLARC support staff and the administrative functions provided by the administrative team, including:

- Developing policies and procedures related to administrative operations
- Committee meeting scheduling and logistics
- Report and publications production activities and distribution plans
- Accounting and payroll coordination
- Purchasing
- Facility and records management
- Maintaining and managing office-wide databases
- Expenditure and budget monitoring
- Committee travel planning and reimbursement
- Professional education training records
- Website maintenance
- Contracting activities
- Other duties as assigned.

Performing a variety of administrative and support activities, for example:

- Coordinating recruitment activities
- Conducting administrative staff performance evaluations
- Developing contracts and interagency agreements
- Creating and maintaining office-wide databases to support JLARC project management reporting
- Assisting with the maintenance and upkeep of agency website
- Providing assistance to JLARC's professional research and management staff with the production of reports, presentations, and other publications to include:
 - ✓ Assisting with graphic design and layout editing for reports, presentations, newsletters, and other publications;
 - ✓ Creating spreadsheets and databases used in reports, presentations, and newsletters; and
 - ✓ Proofing and editing reports, presentations, newsletters, and other publications.

Qualifications

- Experience leading and supervising teams of administrative staff.
- Ability to work successfully in teams, with supervisors and peers, and independently when necessary.
- Advanced ability to use computer/information technology systems and various software applications such as: Microsoft Word, Outlook, Access, Excel, SharePoint, Internet Explorer, and PowerPoint; and other office equipment such as conference room projection systems, copiers, scanners, recorders, and applicable telephone system. Familiarity with web authoring software is also desirable.
- Advanced ability to compile and maintain data using spreadsheets, databases, and records management systems.
- Knowledge of document design, layout, and presentation.
- Ability to anticipate tasks and prioritize assignments to ensure work is completed on time; and work effectively under pressure, such as meeting tight time schedules for JLARC meetings.
- Ability to correctly apply current grammar and punctuation rules, spell accurately, and proofread own material as well as material produced by other staff.
- Ability to work effectively as nonpartisan staff for a bipartisan committee and to exercise good judgment, discretion, and maintain confidentiality. A general knowledge of the legislative process and organization is desirable.
- Ability to professionally represent JLARC members and staff in all communications with auditees, legislators, and the public.

Education and Experience

- A Bachelor's Degree and five years of related office management and supervisory experience
- Graduate level coursework is desirable
- Advanced proficiency in the use of the Microsoft Office Suite (Word, Access, PowerPoint, Excel) is required

Salary

Salary commensurate with experience and qualifications, with a salary range beginning at \$5,500 per month.

Application Procedure

Applicants should submit a letter of interest, current resume or state Application for Employment form, and three references. Applications should be emailed (preferred), faxed, or mailed to:

Prudy LaBar, Administrative Technician
Joint Legislative Audit and Review Committee
1300 Quince Street SE
PO Box 40910
Olympia, WA 98504-0910
Fax: 360.786.5180
Email: prudy.labar@leg.wa.gov

Application Deadline: Screening will start immediately, and continues until the position is filled. Early application is encouraged.

Selection Process

The above materials will be reviewed, and the top candidates will be selected for one or more interviews. A test in each of the software packages mentioned in this announcement will be administered.

September 2013

The Joint Legislative Audit and Review Committee is an equal opportunity employer. Women, racial and ethnic minorities, veterans, persons with disabilities, and disabled veterans are encouraged to apply. Persons with disabilities needing assistance in the application process should call 360.786.5171 or TDD 800.635.9993.